



Dear [Supervisor/Manager's Name],

I am writing to tender my resignation from my position as [Your Job Title] at [Nursing Facility/Hospital Name], effective [last working day, typically two to four weeks from the date of the letter]. This decision has not been easy for me, but due to personal reasons that require my immediate attention, I must prioritise my well-being and family obligations at this time.

I want to express my deep gratitude for the opportunities I have had to grow both personally and professionally during my tenure at [Nursing Facility/Hospital Name]. It has been a privilege to work alongside such dedicated colleagues and to provide care to our patients.

I assure you that I am committed to ensuring a smooth transition during my remaining time here. I am willing to assist in training a replacement and completing any outstanding tasks or projects to the best of my ability.

I want to thank you and the entire team for your support and understanding during this challenging time as I move forward with my resignation for personal reasons. I will always cherish the experiences and relationships I have formed during my time at [Nursing Facility/Hospital Name].

Sincerely,

[Your Name]

[Your Job Title]